

# 2013 DEP FILE REVIEW CHANGES

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This email serves as confirmation of your recently scheduled file review with the Department of Environmental Protection (Department) for the following files:

Please be aware that all file reviews must follow specific guidelines:

If you have any questions or comments please contact the office at 570-327-0550.

## FILE REVIEW

- Terry Twp, Bradford County Complaints

Please be aware that all file reviews must follow specific guidelines:

- Any requests to add additional files to your scheduled file review appointment must be received 2 weeks prior to the Monday before your file review.
- You will need to provide valid identification when arriving for your appointment, such as a Pennsylvania driver's license, passport, voter registration or identification card.
- DEP will allow you to copy a reasonable number of pages per appointment at 15 cents a copy.
- If 20 or less copies are made, the copies are free.
- Payment must be made by check or money order payable to Commonwealth of Pennsylvania.
- Cash will only be accepted provided we receive the exact amount.
- DEP does not research or generate reports.
- A technical person will not be available to answer your questions. If you would like to speak with a technical person, please make arrangements directly with the program at 570.327.3636.
- No large bags, purses, totes, briefcases etc. will be allowed into the file review area.
- If you wish to bring your own scanner/copier, electrical outlets are available.
- Some records may be available only on microfiche or aperture cards. There are no free copies, and each copy is 50 cents.
- Copies of large plans/maps cannot be done at this location. Arrangements may be made for our staff to take the file to a public copy service.
- You will be given one record at a time to review. Please keep all pages in original sequential order and staple any documents where you removed the staples.
- Files not outlined in your initial request cannot be pulled during your appointment.

The Department has limited file room staff to prepare files for review. The Department requests that if you will not be able to keep your appointment please contact the office at least 48 hours prior to your scheduled date. If you fail to cancel your appointment you will not be able to reschedule an appointment for at least [DEP DOES NOT PROVIDE ANY MORE INFO HERE]

If you have any questions or comments please contact the office at 570-327-0550.